

BYLAWS OF THE SAN BRUNO REDEVELOPMENT PROJECT AREA COMMITTEE

Adopted December 17, 1998
(Revision 2 - Amended March 18, 1999)

ARTICLE 1. SBRPAC FORMATION AND PURPOSE

Section 1.1 Formation. The San Bruno Redevelopment Project Area Committee (the "SBRPAC") has been formed, and its members are elected or appointed, in accordance with the provisions of Health and Safety Code Section 33385 et seq., as implemented by procedures adopted by the City Council (the "City Council") of the City of San Bruno (the "City") pursuant to a resolution of September 28, 1998, and any amendments thereto (the "SBRPAC Procedures").

Section 1.2 Purpose. The purpose of the SBRPAC is to advise the City Council and the Redevelopment Agency of the City of San Bruno (the "Agency") regarding 1) the preparation and possible adoption of a Redevelopment Plan for the San Bruno Redevelopment Project (the "Plan") and 2) if the Plan is adopted, regarding implementation of the Plan, in the manner and for the period set forth in Health and Safety Code Section 33385 et seq.

ARTICLE 2. SBRPAC MEMBERS AND OFFICERS

Section 2.1 Members. Except as provided below, the members of the SBRPAC from time to time shall be the representatives elected or appointed to the SBRPAC in accordance with the SBRPAC Procedures.

Section 2.2 Officers. The officers of the SBRPAC shall be the Chair and Vice-Chair. The Chair shall preside at all meetings of the SBRPAC. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. The Chair and Vice-Chair shall be entitled to vote on all matters coming before the SBRPAC, unless otherwise precluded by law.

The initial Chair and Vice-Chair shall be elected at the organizational meeting of the SBRPAC and shall serve through December 31, 1999. Beginning in 2000, the SBRPAC shall, at its first regular meeting held for transaction of business during a calendar year, elect the Chair and Vice-Chair for such calendar year. When a vacancy exists in the office of the Chair or Vice-Chair, the SBRPAC shall elect a member to serve in such capacity for the remainder of the calendar year.

Section 2.3 Secretary. The City's Community and Economic Development Director or other City employee designated by the City Manager shall serve as Secretary to the SBRPAC. The Secretary shall have no vote and shall not be deemed to be a member of the SBRPAC.

Section 2.4 Attendance at Meetings. If an SBRPAC member does not attend three consecutive meetings, the Chair shall send a letter to that member requesting attendance at all further meetings. If that member still does not attend the next SBRPAC meeting, then the member's tenure on the SBRPAC will be terminated.

Section 2.5 Vacancies. If a vacancy in the SBRPAC membership occurs, the SBRPAC shall notify the City Council, which shall take one of the following steps:

- a. Authorize the SBRPAC to appoint a new member to fill the vacancy by a majority vote; or
- b. Call for an election held pursuant to these procedures to fill the vacancy.

Section 2.6 Replacement of SBRPAC members. Replacement of a SBRPAC member by election shall follow the announcement, registration, and election procedures set forth by State law. In the event of appointment by the SBRPAC, the SBRPAC is to announce the opening and allow a minimum of two weeks for the interested parties to comply with the appointment requirements. At the end of the two week period, the matter would be held over to the next scheduled meeting. The SBRPAC can schedule interviews for the applicants.

Voting Procedure: Applicants need to be nominated by one member of the SBRPAC. Ballots are held until one applicant has a majority. The low vote getters are eliminated until just two applicants are left.

The minimum requirements are:

- a. Register interest and have the residency classification verified by the City Clerk; and
- b. Submit a resume/biography of experience; and
- c. Submit a letter of intent and interest

ARTICLE 3. MEETINGS

Section 3.1 Regular Meetings. Regular meetings of the SBRPAC shall be held upon the posting of notice as required by law on the third Thursday of each month at 7:00 p.m. at the City Hall, 567 El Camino Real, San Bruno, California, except that the meeting for April 1999 shall be held on April 8, 1999. The Chair may cancel the regular meeting for any month if there is no business to transact at such meeting. Upon motion duly approved in accordance with the requirements of Section 3.4 at a prior regular meeting (and without amendment of these Bylaws pursuant to Section 4.1), the date, time and/or place of a specified subsequent regular meeting may be changed. Notice of cancellation or change of date, time and/or place of a regular meeting shall be posted in the same manner prescribed by law for posting of meeting notices and shall be provided telephonically or in writing to each SBRPAC member.

Section 3.2 Special Meetings. The Chair may call a special meeting of the SBRPAC for the purpose of transacting any business specified in the call for such meeting. The call for a special meeting may be made at the preceding regular meeting or may be personally delivered or mailed to the mailing address of each SBRPAC member at least twenty-four (24) hours prior to the time of such special meeting. At a special meeting, no business shall be considered other than as specified in the call for the meeting.

Section 3.3 SBRPAC Meetings Subject to Brown Act. All regular, adjourned and special meetings of the SBRPAC shall be governed by the Ralph M. Brown Act ("Brown Act"), Section 54950 through 54962 of the Government Code, as amended.

Section 3.4 Quorum Vote Required. A majority of the sitting SBRPAC members shall constitute a quorum for the purposes of conducting the business and exercising the powers of the SBRPAC and for all other purposes, but a smaller number of SBRPAC members may adjourn a meeting of the SBRPAC from time to time until a quorum is obtained. If a position on the SBRPAC is vacant, that position shall not be counted toward determining the quorum requirements. Action may be taken by the SBRPAC upon a majority vote of the quorum of the SBRPAC there present and voting (with abstentions counting as part of the quorum for purposes of determining the required majority vote), except as otherwise required by statute.

Section 3.5 Order of Business and Agenda. The order of business at SBRPAC meetings shall be generally the same as the order of business for City Council meetings. All items of business proposed by SBRPAC members shall be submitted through the Secretary as far in advance of each meeting as possible, and in any event at least five (5) days in advance. The Chair and the Secretary shall arrange

the list of the matters to be brought before the SBRPAC and provide each SBRPAC member with a copy of the agenda no less than seventy-two (72) hours in advance of the meeting. No matter shall be considered by the SBRPAC other than those on the agenda, except as otherwise permitted by the Brown Act.

Section 3.6 Conduct of Meetings. All meetings shall be conducted in a civil and respectful manner and in a manner that will promote and facilitate input by members of the public on matters before the SBRPAC. Each member of the public shall be limited to a three to five minute comment on any item unless otherwise permitted by the Chair or Vice-Chair.

The SBRPAC's recommendation to the City Council regarding the adoption of the Redevelopment Plan shall be by written resolution acted upon by roll call vote. All other actions of the SBRPAC may be by resolution or minute order acted upon by voice vote or roll call vote as determined by the Chair. All resolutions or minute orders must be moved and seconded by separate SBRPAC members.

Except as otherwise provided by the SBRPAC Procedures, these Bylaws, the Brown Act, or other applicable laws, meetings shall be conducted in accordance with the most recent version of Roberts' Rules of Order.

ARTICLE 4. AMENDMENTS

Section 4.1 Amendment to Bylaws. These Bylaws may be amended only with the approval of a two-thirds majority of a quorum at a regular or special meeting of the SBRPAC. No such amendment shall be adopted unless at least seven (7) days written notice thereof has been previously given to all of the SBRPAC members, or unless notice was given at the previous regular meeting of the SBRPAC. Such notice shall identify the section or sections of the Bylaws proposed to be amended.

The Secretary shall maintain a current compilation of the Bylaws, incorporating all amendments thereto and indicating the legislative history of the Bylaws and amendments thereto.

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